Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Gusaling APC, Quezon Memorial Circle
Diliman, Lungsod ng Quezon

MC # 14, s. 1973

MEMORANDUM CIRCULAR

: THE CORPORATE TREASURER; CHIEF CORPORATE ACCOUNTANT; HEADS OF STAFF; REGIONAL AND PROVINCIAL IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE OF SYSTEMS; REGIONAL AUDITORS; CASHIERS; COLLECTING OFFICERS AND OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Procedures on Billing, Collections and Remittances of Amortization on Irrigation Pumps

Effective upon receipt hereof the attached Standard Operating Procedures on Billing, Collection and Remittances of amortization and interest payments in the Central and field offices are hereby prescribed. This consists of three (3) parts, namely:

Chapter I - Billing Procedures
Chapter II - Collection and Remittance Procedures
Chapter III - Illustrative Guidelines on the Maintenance of the Record of Amortization and the computation of Amortization, Interest and Surcharges.

Strict compliance and adherence to the procedures and responsibilities defined therein by all concerned are hereby enjoined.

ALFREDO L. JUINIO
Administrator

CONCURRED IN:
BIENVENIDO M. PAIRE
Corporate Auditor

Rec'd Copies:
APM
Asst. APM
Mgt.
Budget
Legal
Auditing - + 12 copies
Acctg. Dept.
Cashier
Treasury
Administration
Personnel
Engg. Dept.
Operations Dept.
Reg. 3
Auditing
Mailed
UPRP

STANDARD OPERATING PROCEDURE

CHAPTER I - BILLING PROCEDURE

SECTION I - RESPONSIBILITIES

I - REGIONAL OFFICE

A - Regional Irrigation Engineer

1. Sees to it that Schedules of Amortization are prepared.

2. Sees to it that bills are prepared.

3. Sees to it that Statement of Account printed at the back of the bill is properly accomplished.

4. Sees to it that Bills rendered (Annex A) together with the Schedule of Amortization (Annex B) and Acknowledgement Receipt (Annex C) are forwarded to and properly received by Provincial Irrigation Offices concerned.

5. Sees to it that there is a Record of Amortization (Annex D) for every pump set released and an Index (Control) Card (Annex E) for every pump recipient.

6. Sees to it that postings to the Records of Amortization are accurate and up-to-date.

7. Sends out demand letters to delinquent pump recipients.

   a) 1st Notice (Annex F) - at the time amortization falls due.

   b) Final Notice (Annex G) - Three (3) months after the first notice.

8. Refers to the NIA Administrator, Attention: Legal Staff, for legal action against delinquent pump recipients three (3) months after the final notice.

9. Sees to it that computations of amortization payments, interests, and surcharges are correct.

10. Approves requisitions for fuel and oil exclusively for pump recipients who have up-to-date accounts.

11. Requires prompt submission of the Monthly Summary of Bills Rendered (Annex H), supported with the individual duplicate copies of bills rendered for the month, to the Accounting Division. If no bills are rendered during the month, such information, "No Bills Rendered During the Month" should be reported to the Accounting Division.

12. Requires the prompt submission of the Quarterly Statement of Accounts Receivable to the Accounting Division.

B - Billing Clerk

1. Verifies down payments made by pump recipients from Cashier's/ Collecting Officer's official receipts before bills are prepared.

2. Prepares bills by fund with the Statement of Accounts printed at the back thereof properly accomplished and the corresponding transmittal letters, Schedule of Amortization, and Acknowledgement Receipts to be forwarded to the respective Provincial Irrigation Offices.

3. Classifies collections as to amortization payments, interests, and surcharges on overdue amortization and records same in the Record of Amortization on the basis of the triplicate copies of Official Receipts made available to him by the Regional Cashier.

4. Records in the Record of Amortization corrections made by the Provincial Irrigation Office Cashier/Collecting Officer and Bill Collectors based on the duplicate copies of the official receipts attached to the Report of Collections furnished to the Regional Office.

5. Records all bills rendered in the Record of Amortization.

6. Computes surcharges on overdue amortizations upon payment and immediately prepares bill for the said paid surcharges to be recorded in the Record of Amortization.

7. Prepares demand letters.

8. Goes over the Record of Amortization to find out amortization interests which are already due and surcharges on overdue amortization which are already paid for proper billing.

9. Prepares and submits at the end of the month the monthly Summary of Bills rendered for the month, supported with the individual duplicate copies of bills rendered with the Statement of Accounts printed at the back thereof properly accomplished and duplicate copies of the corresponding Schedule of Amortization to the Accounting Division.

10. Prepares and submits the Quarterly Statement of Accounts Receivable (Annex I) by Fund to the Accounting Division.

II-PROVINCIAL IRRIGATION OFFICE

A - Provincial Irrigation Engineer

1. Sends out the original bills with the corresponding Schedules of Amortization and the Acknowledgement Receipts to the respective pump recipients.

2. Sees to it that acknowledgement receipts are properly accomplished by the pump recipients and returned to the office.

3. Sees to it that copies of the Bills and Schedules of Amortization for office file are properly kept by the Bill Collectors for collection purposes.

4. Recommends approval of requisitions for fuel and oil exclusively for pump recipients within the province to the Regional Irrigation Engineer.

SECTION II - BASIS FOR BILLING

A - Principal

1. Release Papers (Annex D) and

2. Final Project Cost (Annex M)

B - Interest and Surcharge

1. Record of Amortization (Annex N)

SECTION III - WHEN BILLS ARE PREPARED

A - Principal

1. Immediately after pump set is released to pump recipient.

B - Amortization Interest

1. Immediately after the amortization interest falls due.

2. Immediately after payment of amortization interest is made prior to the due date.

C - Late Payment Surcharge

1. Immediately after payment of amortization is made.

SECTION IV - NUMBERING OF BILLS

1. Bills should be serially numbered. The structure of bill number shall be as follows:

21 - 1 - 0006 - SW

- Type of pump set leased (Shallow Well)
- 5th pump set leased to pump recipient
- Regional Office No. (No. 1 for Region 1)
- Fund Code (Source of funding)

SECTION V - DISTRIBUTION OF BILLS OR BILL

1. Original together with Original Schedule of Amortization - Pump Recipient

2. Duplicate together with duplicate of Schedule of Amortization and original Monthly Summary of Bills Rendered - Accounting Division

3. Triplicate together with triplicate of Monthly Summary of Bills Rendered and the Schedule of Amortization - Regional Irrigation Office

4. Quadruplicate together with quadruplicate copy of the Schedule of Amortization - Collection Officer or Bill Collector of the Municipal Irrigation Office

MC-11 14 5, 13

CHAPTER - II - COLLECTION AND REMITTANCE PROCEDURE

SECTION I - RESPONSIBILITIES

I - REGIONAL OFFICE

A. - Regional Irrigation Engineer

1. Sees to it that all Cashiers, Collecting Officers, and Bill Collectors are properly designated and bonded.

2. Requires Cashier/Collecting Officers to submit monthly Reports of Collections, together with Reports of Collections of Bill Collectors/Sub-Collectors, if any, to the Accounting Division on time, that is the Report of Collections should be on the mail not later than the 3rd day of the succeeding month.

3. Requires Cashiers/Collecting Officers and Bill Collectors/Sub-Collectors to remit collections in accordance with instruction in letters B(8) and C(3) respectively, of this Section.

4. Informs promptly the Accounting Division if no collections are made during the month.

5. Sees to it that all Collections are promptly and properly recorded in the Records of Amortization.

6. Requires all Heads of the Provincial Irrigation Offices concerned to furnish the Regional Office copies of the Reports of Collections of the Provincial Irrigation Office Cashier/Collecting Officer supported by Reports of Collections of Bill Collectors/Sub-Collectors to be forwarded to the Billing Clerk for posting to the corresponding Record of Amortization.

7. Initiates action to collect overdue accounts.

8. Takes reasonable steps to minimize risk of losses, defalcation and other irregularities.

9. Sees to it that collections shall not be used to pay obligation

B. - Cashier :

1. Requisitions official receipts and shall have custody and accountability therefor.

2. Issues under memo receipt official receipt booklets to Bill Collectors/Sub-Collectors, limiting each collector accountability of one (1) booklet at any one time.

3. Receives payments due from pump recipients and issue official receipts therefor in four copies.

4. Receives cash and the covering Reports of Collections from Bill Collectors/Sub-Collectors and issue offical receipts therefor. The Official Receipts shall be in accordance with NIA MC No. 8, series of 1972.

5. Prepares on the 28th of the month Report of Collections by Funds, except reports for June which shall be on the 30th and submit the same, together with original Report of Collections and duplicate copies of official receipts of Bill Collectors/Sub-Collectors, if any, to Accounting Division. Said reports shall be on the mail not later than the 3rd day of the following month.

6. Furnishes the Provincial Irrigation Offices concerned copies of monthly Reports of Collections with the attached quadruplicate copies of the official receipts (in onion skin coupon bond) of the Regional Office Cashier/Collecting Officer and Bill Collectors.

7. Makes available to the Billing Clerk official receipts issued by him and by bill Collectors.

8. Remits collections to the NIA Corporate Treasurer at least once a week or whenever collections reach ₱ 500.00 to be exchanged with PNB or any commercial bank, Bank Draft drawn in favor of the National Irrigation Administration. Postal money order may be used in the absence of PNB branch or any commercial bank in the locality.

9. Remittances must be segregated according to depository, and collections for deposit to the Bureau of Treasury under General Fund must be remitted separately regardless of amount. Remittance advice should be prepared by Fund.

10. Renders monthly reports of accountability for official receipts to the Regional Auditor or his representative.

C. - <u>Bill Collectors/Sub-Collectors</u>

1. Have custody and accountability for official receipts received by him.

2. Receive payments due from pump recipients and issue official receipts in four copies therefor.

3. Turn over collections to the Regional Cashier at least once a week or whenever collections reach ₱ 500.00.

4. Prepare and submit monthly Reports of Collections together with duplicate copies of issued official receipts to the Regional Cashier to cover the amounts turned over to him.

5. Submit to the Regional Cashier copy of the Report of Collections together with the quadruplicate copies (in onion skin coupon bond) of the official receipts to be furnished to the Provincial Irrig'. Office concerned.

6. Submit promptly used booklets of official receipts to the Regional Cashier.

7. Prepare reports on delinquent debtors to the Head of the Regional Office.

II - PROVINCIAL IRRIGATION OFFICE

A. - Provincial Irrigation Engineer

1. Sees to it that all Cashiers, Collecting Officers, and Bill Collectors are properly designated and bonded.

2. Requires Cashier/Collecting Officers to submit monthly Reports of Collection, together with Reports of Collections of Bill Collectors/Sub-Collectors, if any, to the Accounting Division on time, that is the Report of Collections should be on the mail not later than the 3rd day of the succeeding month.

3. Requires Cashier/Collecting Officers and Bill Collectors/Sub-Collectors to remit Collections in accordance with instruction 11 B (8) and 11 C (3) of this Section.

4. Informs promptly the Accounting Division if no Collections are made during the month.

5. Requires the Provincial Irrigation Office cashier to furnish the Regional Office copy of his Reports of Collections together with the Reports of Collections of the Bill Collectors/Sub-Collectors with the quadruplicate copies of the Official Receipts.

6. Initiates action to collect overdue accounts.

7. Take reasonable steps to minimize risk of losses, defalcation and others irregularities.

8. Sees to it that collections shall not be used to pay obligation.

B - Cashier

1. Requisitions official receipt and shall have custody and accountability therefor.

2. Issues under memo receipt official receipt booklets to Bill Collectors/Sub-Collectors, limiting each collector accountability of one (1) booklet at any one time.

3. Receives payments due from pump recipients and issue official receipts therefor in four copies the quadruplicate copy (in onion skin coupon bond) to be attached to the copy of Reports of Collections to be furnished to the Regional Office.

4. Receives cash and the covering Reports of Collections from Bill Collectors/Sub-Collectors and issue official receipts therefor. The Official Receipts shall be in accordance with N I A MC No. 8 series of 1972.

5. Prepares on the 28th of the month Reports of Collections by Funds, except reports for June which shall be on the 30th and submit the same together with the original Report of Collections and duplicate copies of the official receipts of Bill Collectors/Sub-Collectors, if any, to Accounting Division. Said reports shall be on the mail not later than the 3rd day of the following month.

6. Furnishes the Regional Office copies of monthly Reports of Collections with the attached quadruplicate copies of official receipts (in onion skin coupon bond) of the Provincial Irrigation Office Cashier/Collecting Officer and Bill Collectors.

7. Computes surcharges on overdue amortizations upon payment based on the corresponding Schedule of Amortization.

8. Remits Collections to the N I A Corporate Treasurer in accordance with instructions 10 (8) and (9) of Section I, Chapter 11 of this MC. (Same as the Regional Cashier).

9. Renders monthly reports of accountability for official receipts to the Regional Auditor or his representative.

C. - Bill Collectors/Sub-Collectors

1. Have custody and accountability for official receipts received by him.

2. Receive payments due from pump recipients and issue official receipts in four (4) copies therefor.

3. Turn over collections to the Provincial Irrigation Office Cashier at least once a week or whenever collection reach ₱ 500.00.

4. Prepare and submit monthly Reports of Collections together with duplicate copies of issued official receipts to the Provincial Irrigation Office Cashier to cover the amount turned over to him.

5. Submit to the Provincial Irrigation Office copy of the Report of Collections with the quadruplicate copies (in onion skin coupon bond) of official receipts attached to be furnished to the Regional Office.

6. Submit promptly used booklets of official receipts to the Provincial Irrigation Office Cashier.

7. Prepare reports on delinquent debtors to the Head of the Provincial Irrigation Office.

8. Compute surcharges on overdue amortizations upon payment based on the corresponding Schedules of Amortization.

III. Corporate Treasurer

1. The Corporate Treasurer should deposit all collections pertaining to amortization payments of Irrigation Pumps pf different funds to the following depositories.

FUND	DEPOSITORIES
1. General Fund & 8th Schedule - of Reparation and Attorney's Fee	- Philippine Veterans Bank Bonifacio Drive, Port Area Manila Current and Savings Account
2. Reimburseable - IRPA, Special, - Funds, (like PACD, ACFOC 10th & 11th Schedule Reparation, ISU- DBP Harstool, and water rights fee) Revolving Fund R.A. 5979 and 5167, NIA Revolving Fund.	- do - ---- do ---- - do -
3. Counterpart Fund -Special Account	- DBP, Escolta, Manila

SECTION II -- OFFICIAL RECEIPTS (G. F. - 13 A)

A. Preparation :

The official receipt to be issued to pump owner payor shall be prepared in quadruplicate (4 copies), all copies shall show, among others, the following:

1. Name of Regional Office/Provincial Irrigation Office
2. Date of Collection
3. Name and address of the pump owner.

If the payor is other than the pump owner, the name and address of the payor are also shown in addition to the owner's name.

4. Project No. and Bill No. being paid.
5. Breakdown of amounts in accordance with the nature of collections as 1st, 2nd, etc. yearly amortization, amortization interest, surcharges on overdue amortization, etc.

6. Fund and account codes.

B. Distribution of Copies

1. Original - Payor

2. Duplicate - (Attached to the original Reports of Collections) Accounting Division)

3. Triplicate - Cashier's copy to be made available to Billing Clerk for recording in the record of Amortization.

4. Quadruplicate - (in onion skin coupon bond) attached to copy of Report of Collections to be furnished to the Head of the Regional Office/Provincial Irrigation Office.

SECTION III - REPORTING OF COLLECTIONS

As a general rule, Collections should be reported in the General Form No. 99. However, in the absence of such form and in order not to delay unnecessarily the prompt submission of Reports of Collections to the Accounting Division, any paper sheet (not exactly the same size as that of the official form), provided that the improvised forms shall contain all the necessary information as called for in the official form, will do.

A. Preparation :

The Report of Collection is prepared by fund, in Triplicate.

1. For Cashier: - Once a month the period covered thereby shall be the 29th of the preceding up to the 28th of the month to which the report refers, except for reports for June which shall be on the 30th.

2. For Bill Collectors/Sub-Collectors : - Once a week or whenever collection reach ₱ 500.00.

B. Manner of Accomplishing Report:

1. Heading: Fill in all blank spaces except that for "File No." This shall be filled in by the Accounting Division. Indicate the Fund Code in the space provided therefor. Number the reports consecutively by Fund regardless of wether a Cashier or Collector submits more than one (1) report within a month, using one series for each fund each fiscal year.

   Examples:

   1-73 for the first report under a particular fund, say General Fund (Fund 101) for F.Y. 1973

   2-73 for the second report under General Fund, FY 1973

   3-73 for the third report under General Fund, FY 1973

   1-73 for the first report under Trust Fund, FY 1973

   1-73 for the first report under the Revolvong Fund, FY 1973

   4-73 for the fourth report under the General Fund, FY 1973

   2-73 for the second report under the Trust Fund, FY 1973

   1-74 for the first report under the General Fund, FY 1974

2. Date: (Column 1) The date of the official receipt is entered in this column.

3. Official Receipt No. (Column 2): The number of the official receipts issued, which include those issued by the Cashier to Bill Collectors/Sub-Collectors, shall be recorded in this column.

4. Name of Payor (Column 3): The name of the payor or the Bill Collector/Sub-Collector is recorded in this column. If the name of the payor is other than the pump owner, the name of the owner is entered in addition to payor's name.

5. Bill Number (Column 4): The bill number shall be entered in this column for the Bill Collector's/Sub-Collector's report. For Cashier's report only the collections made direct from Pump Payor.

6. Total Collections (Column 5): The total amount collected including collections received from Bill Collectors/Sub-Collectors under each official receipt is entered in this column.

7. Account 71-9 (Column 13): The amount of billed total cost of Pump Set, Amortization Interest, and Surcharges on overdue amortization shall be entered in this column.

8. Project Number (Column 17): The project number of Pump Set shall be entered in this column.

SECTION IV - MANNER OF FILING:

1. Record of Amortization and The Schedule of Amortization should be filed by Project Number in numerical sequence.

2. Index (Control) Card should be filed by Pump Recipients in alphabetical order.

CHAPTER VII - INSTRUCTIVE GUIDELINES ON THE MAINTENANCE OF THE RECORD OF AMORTIZATION AND THE COMPUTATION OF AMORTIZATIONS, INTEREST AND SURCHARGES.

SECTION - I - BASES FOR RECORDING TRANSACTIONS IN THE RECORD OF AMORTIZATION:

The bases for recording transactions in the Record of Amortization shall be the following:

a) Purchase Agreement executed by the NIA and the pump Beneficiary.

b) Final Project Cost.

c) Report of Collections with Official Receipts attached.

d) Bills prepared for the principal, amortization due, amortization interest and surcharges on overdue amortization.

SECTION II - SOURCES OF FUND AND TERMS AND CONDITION OF THE CONTRACT:-

Accomplishment of the Record of Amortization depends upon the source of fund with which the pump sets are issued and the terms and condition embodied in the purchase agreement.

EXAMPLE (1):-

A) SOURCE OF FUNDS:-

a) If the pump set unit issued is acquired from PACD, RUPCO, General Fund (locally procured) 10th Year Reparation, 11th Year Reparation, Trust Fund and IRRA.

B) Terms and Condition:-

a) Ten (10) year equal yearly installment with 6% interest per annum charged on the amount overdue;

b) 10% downpayment on the cost of the unit and the 2nd yearly installment will be due and payable at exactly or within one year from execution of the contract and the subsequent yearly amortization shall be due and payable on the same date at every year thereafter until the unpaid price shall have been duly paid.

b) If the pump set issued is acquired from the 9th year reparation Projects.

1) Terms and Condition

a) 15 year equal yearly installment;

b) Down payment is equivalent to one year installment and to be considered 1st yearly amortization.

ILLUSTRATION: -

Unit acquired November 15, 1969.

Total cost of Unit - - - - - - - - - - ₱ 4,240.00

Less: 1st Installment (10% down payment) - 424.00 11-15-69

Total Balance - - - - - - - - - - - - ₱ 3,816.00

AMORT. NO.	DUE DATE	AMOUNT DUE
2nd	11-15-70	₱ 424.00
3rd	11-15-71	424.00
4th	11-15-72	424.00
5th	11-15-73	424.00
6th	11-15-72	424.00
7th	11-15-75	424.00
8th	11-15-76	424.00
9th	11-15-77	424.00
10th	11-15-78	424.00
		₱ 3,816.00

EXAMPLE (2) :-

A) Source of Fund : -

If the pump set unit is acquired from the ISU-DBP-Marshal tie-up and the 13th year Reparation.

1) Terms and Conditions:

2) 10 % advance down payment, the balance to be amortized in 9 equal yearly amortization plus 10% interest charged on the outstanding balance.

ILLUSTRATION: -

Unit acquired May 14, 1971

Total cost of unit - - - - - - - - - - - ₱ 4,100.00

Less : 10% down payment - - - - - - - - 410.00 paid 5-14-71

₱ 3,690.00

To arrive at the yearly amortization, the total balance is multiplied by a definite and specific factor which is .1736413.

₱ 3,690.00 x .173613 = ₱ 640.74 This included 10% interest on total balance.

₱ 640.74 - ₱ 369.00 (10% of bal.) = ₱ 271.74 to be applied to principal

₱ 3,690.00 - (1st total bal.) - ₱ 271.74 = ₱ 3,418.26

This will be the 2nd running balance in case the amount due will be paid on the due date.

Based on the above computations, the Schedule of Amortization shall be prepared in four (4) copies (See Annex "D"). To fill up the Schedule of Amortization, supply the necessary information in the upper portion of the form taken from the Record of Amortization. The figures appearing in the Record of Amortization (Example "A") shall be lifted to the corresponding appropriate columns in the Schedule of Amortization. To obtain the first principal balance in Schedule of Amortization, deduct the first amount indicated in the column "Applied to Principal" from the balance as indicated in the upper right portion of the form (₱3,690.00 - ₱ 271.74 = ₱ 3,418.26). Subsequent principal balance is arrived at by subtracting the second amount indicated in column "Applied to Principal" from the first principal balance shown in column "Principal Balance" (₱ 3,418.26 - ₱ 298.91 = ₱ 3,119.35). The same procedure shall be followed to determine the succeeding principal balances.

SECTION - III - COMPUTATION OF INTEREST: -

In cases of delayed payment, interest is charged on all unpaid amortization due computed from the due date up to the date of payment on a yearly percentage basis as stipulated in the contract.

ILLUSTRATION : -

1. Trust Fund, IRPA-Fund II -

   Downpayment requirement - indefinite but not less than 5% of the total Cost of project.

   Term of Payment - equal yearly installment of the remaining balance for 7 to 10 years.

Surcharges on Overdue Accounts - 6% per annum on amortization due

Example : Date of Payment - Nov. 15, 1972

Total Cost - ₱ 11,637.38

Yearly Amortization - ₱ 1,163.73

Due Date	Amount Due	Interest Due	Total Amount Due
A. 9-24-70	₱ 1,163.73	₱ 148.96	₱ 1,312.69
B. 9-24-71	1,163.73	79.13	1,242.86
C. 9-24-72	1,163.73	9.31	1,173.04
T O T A L	₱ 3,491.19	₱ 237.40	₱ 3,728.59

Procedure of Computation:

A. 72-11-15 Date of Payment

70- 9-24 Due Date

2 yrs. 1 mo. 21 days = 12 + .005 + .003 = .128 x ₱ 1,163.73 = ₱ 148.96

B. 1 yr 1 mo. 21 days = .06 + .005 + .003 = .068 x ₱ 1,163.73 = 79.13

C. 1 Mo. 21 days = .005 + .003 = .008 x ₱ 1,163.73 = 9.31

NOTE: Payment should first be applied to interest due.

2.A) GENERAL FUND

Downpayment - 10% of the total cost

Charges on Overdue Account - 6% per annum on amortization due

Example : Total Cost - ₱ 4,240.00

Downpayment - 424.00

Due Date - 1[illegible]-7-70

Date of [illegible] - 10-28-71

Computation: 71-10-28 Date of Payment

70-11- 7 Due Date

11-21 = .055 + .004 = .059 or 5.9%

₱ [illegible] (amortization due) x .059 = ₱ 25.[illegible]

B) 8th year Reparation Fund

Cost of Project - 3% of the cost is added.

SECTION IV - POSTING OF BILLS AND PAYMENTS IN THE RECORD OF AMORTIZATION

Except fpr the principal bill (first bill prepared at the time of the release of pump set), bills shall be prepared on all unpaid amortization due and on the surcharges upon payment.

1) Bill for Interest on Amortization due:-

Working on the particular record of amortization, determine the corresponding amount to be applied to interest on the due date.

2) Bill for Additional Surcharges:-

Compute the corresponding surcharges from the due date up to the time payment is made (See computation above).

3) Posting of bills:-

Post the bill just prepared in the corresponding columns in the Record of Amortization.

4) Posting of Payments:-

Posting shall be done anytime the triplicate and/or quadruplicate copies of official receipts become available from the Cashier. As indicated in the Official Receipt, post the O.R. NO., date, bill number and the amount segregating the corresponding amount for surcharges in the Record of Amortization.

SECTION V - ACCOMPLISHMENT OF THE STATEMENT OF ACCOUNT:-

Using the Record of Amortization, accomplish the Statement of Account at the back of the bill form. Determine the charges by indicating the bill number, date, the amount of principal, interest and surcharges and the total in their respective columns in the statement of account. Sum up the total of each column and indicate the total thereof. Deduct all the payments

date, the amount applied to principal, interest and surcharges. Indicate the total of each column under the subtotal portion. The total amount due is arrived at by deducting the total of all the payments from the total charges. This amount will represent the amount due the pump recipient.

SECTION VI - MANNER OF ACCOMPLISHING QUARTERLY STATEMENT OF ACCOUNT RECEIVABLE

1. Name of DEBTOR/PUMP RECIPIENT: The name of the debtor/pump recipient is entered in this column.

2. PROJECT NO.: The Project Number of the Pump Set is entered in this column.

3. TOTAL AMOUNT OF AMORTIZATION: The total amount amortized is entered in this column. See Illustrations of Examples (1) and (2) in Section II of Chapter III.

   Example (1) - The amount amortized is ₱ 3,816.00.

   Example (2) - The amount amortized is ₱ 3,690.00.

4. PAYMENTS:

   PRINCIPAL - The total payments applied to principal as of the latest amortization paid is entered in this column.

   INTEREST - The total payments applied to interest as of the latest amortization paid is entered in this column.

   TOTAL - The total payments made as of the latest amortization paid is entered in this column.

5. AS OF NO. OF AMORTIZATION: The latest amortization (number) paid is entered in this column.

6. DUE DATE: The due date of the latest amortization paid is entered in this column.

7. OUTSTANDING BALANCE: The balance after deducting the Total Payments Applied to Principal from the Total Amount of Amortization (Total Amount of Amortization minus Total Payments Applied to Principal) is entered in this column.

MC# 14, S.73

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
Lungsod ng Quezon

SCHEDULE OF DEFINITE AND SPECIFIC FACTORS FOR THE PREPARATION OF THE RECORD OF AMORTIZATION

No. of Payments	For 6% Interest Rate
1	1.06000000
2	.54543689
3	.37410981
4	.28859149
5	.23739640
6.	.20336263
7	.17913802
8	.16103594
9	.14702224
10	.13586796
11	.12679294
12	.11927703
13	.11296011
14	.10758491
15	.10296276

For 10% Interest Rate

9	.1736413

SCHEDULE OF PER-CENTAGE FOR COMPUTATION OF OVERDUE AMORTIZATION

As of Days	ON 10% per Annum	Per-centage per mon.
1. .000277	16. .004432	1. .008333
2. .000554	17. .004709	2. .016667
3. .000831	18. .004986	3. .025000
4. .001108	19. .005263	4. .033333
5. .001385	20. .005540	5. .041667
6. .001662	21. .005817	6. .050000
7. .001939	22. .006094	7. .058333
8. .002216	23. .006371	8. .066666
9. .002493	24. .006648	9. .075000
10. .002770	25. .006925	10. .083333
11. .003047	26. .007202	11. .091667
12. .003324	27. .007479	12. .100000
13. .008601	28. .007756	
14. .003878	29. .008033	
15. .004155	30. .008333	

ON 6% per Annum

DAYS	MONTHS	YEARS
1. .000167	1. .005	1. 06%
2. .000333	2. .010	2. 12%
3. .000500	3. .015	3. 18%
4. .000667	4. .020	4. 24%
5. .000833	5. .025	5. 30%
6. .001000	6. .030	6. 36%
7. .001167	7. .035	7. 42%
8. .001333	8. .040	8. 48%
9. .001500	9. .045	9. 54%
10. .001667	10. .050	10. 60%
11. .001833	11. .055	
12. .002000	12. .060	
13. .002167		
14. .002333		
15. .002500	24. .004000	
16. .002667	25. .004167	
17. .002833	26. .004333	
18. .003000	27. .004500	
19. .003167	28. .004667	
20. .003333	29. .004833	
21. .003500	30. .005000	
22. .003667		
23. .003833		

Annex A

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
REGION _____

PROJECT NO. _____ BILL NO. _____

LOCATION _____ DATE _____

T O: Name and Address of Pump Recipient/Debtor	A M O U N T
To cost of Irrigation Pump Set (shown below) installed at _____	P

Particular	Fund (Source)	Cost
1. Pump	-	- P
2. Engine	-	-
3. Accessories	-	-
4. Incidental Charges	-	-
Total Cost of Pump Set --------		P

LESS: _____ % DOWNPAYMENT:

O.R. NO.	DATE	AMOUNT

B A L A N C E ---------- P

INTEREST at _____ % on _____ Amortization --------- P

Period Covered	Amount

SURCHARGES: P

T O T A L T H I S B I L L ---------- P

I hereby certify that the above statement is correct and just and that payment thereof has not yet been received by this Office.

PREPARED BY: CERTIFIED CORRECT:

Billing Clerk — Regional Irrigation Engineer

NOTE: Please remit payment to authorized NIA Collectors. If payment is made by Check or Money Order, it should be drawn in favor of the NATIONAL IRRIGATION ADMINISTRATION.

A agency

STATEMENT OF ACCOUNT

As of _____, 19__

Bill No.	Date	Pincipal Cost of Proj.	Interest	Surcharges	Total	Remarks
		P	P	P	P	
Sub-Total		P	P	P	P	

LESS : PAYMENT MADE:

Official Receipts	Date	AMOUNT Applied to Principal	Applied to Interest	Applied to Surcharges	Total
Sub-Total		P	P	P	P

Total Balance

UNPAID AMORTIZATION

Amortization No.	Due Date	Amount Due Principal	Interest	Total
TOTAL UNPAID AMORTIZATION DUE		P	P	P

PREPARED BY:

CERTIFIED CORRECT

Billing Clerk

Regional Irrigation Engineer

ANNEX B

Sir/Madam:

Attached herewith is the schedule of amortization of Project No. _____ which is under your name. The schedule is very valuable as it will serve as a ready reference for your future amortization payments. We therefore strongly advise you to please keep it with your file of other valuable documents.

As indicated on the schedule of amortization, your first amortization in the amount of ₱_____ will fall due on _____. Please do not forget to call os us on this date and every year thereafter on this same date for _____ more years to keep your account with us up-to-date. It will be to your own advantage to always keep your account up-to-date as this will entitle you to some privileges, to wit:

1. Privilege to requisition fuel and oil at government price. This privilege is given only to recipient whose account are up-to-date.

2. Privilege to acquire additional irrigation pumpset. A pump recipient who is deliquent in the payment of his account for a pump already acquired loses his privilege to obtain an additional pumpset, unless his account is first up-dated.

3. Privilege to operate the pumpset.

The ownership of the pumpset, until fully paid by you, still resides with the government represented by the NIA Administrator (Section 5 of Purchase Agreement). Your right to continuously operate the project will depend on your compliance with various provisions of the contract, principally the payment of amortizations due. Failure on your part to pay on time any maturing amortization is enough case for the Administrator to pull-out and reposses the pumpset (Section 4, Purchase Agreement).

We are confident, however, that with the aid of your newly acquired pumpset you will more than double your harvest in the years to come. In the operation of your project, we invite you to see us immediately should there be problems that will need our assistance.

Very truly yours,

IMPORTANT: Please mention your Project No.(_____)when transecting business with the NIA.

24

Annex B

Republika ng Pilipinas
PAMBANSANG PANGANGASIWAAN NG PATUBIG
(National Irrigation Administration)

Project No. _____ Cost of Pump Set _____ ₱

Location _____ LESS: Downpayment:

Pump Recipient _____ OR# _____ Dated _____

B A L A N C E _____ ₱

SCHEDULE OF AMORTIZATION

DUE DATE	AMOUNT	APPLIED TO INTEREST	APPLIED TO PRINCIPAL	PRINCIPAL BALANCE

NOTE:

☐ 1) A penalty of _____% per annum will be charged on unpaid amortization due (payment made after indicated due date).

☐ 2) A penalty of _____% on outstanding balance for overdue account.

3) Please mention your Project No. _____ when transacting business or communicating with the N.I.A.

COPY FURNISHED:

1. Accounting Division - Duplicate
2. Bill Collector - Triplicate
3. Regional Office - Quadruplicate

PREPARED BY:

_____
Billing Clerk

25

ANNEX "C"

_____

_____

_____

ACKNOWLEDGEMENT RECEIPT

_____19____

_____

_____

_____

S i r :

I have the honor to acknowledge receipt of Bill No/s _____ dated _____ in the amount of P _____ _____, representing cost of pump set _____ _____Project No. _____.

Very truly yours,

_____
(Signature)

_____

_____

_____

ACKNOWLEDGEMENT RECEIPT

_____19____

_____

_____

_____

S i r :

I have the honor to acknowledge receipt of Bill No/s _____ dated _____in the amount of P _____ _____, representing cost of pump set _____ _____ Project No. _____.

Very truly yours,

_____
(Signature)

ANNEX "D"

RECORD OF AMORTIZATION

:t No. _____
ion : _____
I No. _____
_____
ss _____

FUND : _____
TERM : (1) Balance payable in ____ yearly equal amortization at ___ interest
(2) Additional ___ interest per annum plus a penalty of ___ per month is charged on the amount due on delayed payments.

COST OF : Pumpset. . . ₱ _____
Engine . . . _____
PUMP . . . . _____
Accessories. _____

TOTAL COST . . . . . _____

AMORTIZATION SCHEDULE				PAYMENTS						SURCHARGES			PAYMENTS			
DUE DATE	AMOUNT DUE	APPLIED TO INTEREST	APPLIED TO PRINCIPAL	DATE	TOTAL	APPLIED TO INTEREST	APPLIED TO PRINCIPAL	O. R. NO.	BALANCE	BILL NO.	PENALTY	DUE DATE	AMOUNT	O.R. NO.	TOTAL Payment

27

Annex E

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
REGION _____

NAME OF PUMP RECIPIENT : _____
Family Name First Name Middle

ADDRESS: _____

IRRIGATION PUMP SETS OWNED:

PROJECT NUMBER	:	LOCATION
1.	:	
2.	:	
3.	:	
4.	:	
5.	:	
6.	:	
7.	:	
8.	:	
9.	:	
10.	:	

Annex "F"

_____

_____

_____

_____

Sir/Madam:

Please be informed that the _____ annual installment on the cost of your Project No. _____ at _____ _____ in the amount of P _____ excluding interest became due and payable to this Office last _____, 19___.

We would appreciate it very much if you could remit the aforementioned amount plus _____ interest from the due date to date of payment. Payment maybe made to the following NIA employees:

_____ (Bill Collector)

_____ (District-in-Charge)

Payment could also be made in our Irrigation Office at the above address. Payments in the form of checks, bank drafts or money orders should be payable to the NATIONAL IRRIGATION ADMINISTRATION.

Very truly yours,

NOTE: Please disregard this letter if payment had already been made.

/rs/2 /73

_____

_____

_____

Annex "G"

_____

_____

_____

_____

Sir/Madam:

Attached please find the Statement of Account and Unpaid Amortization of NIA (ISU) Project No. _____ located at _____ _____ of which you are the recipient-purchaser.

The total amount due, including interest, computed as of _____ _____, 19____ is _____, (P_____). Please pay said amount on or before _____ _____, 19____ plus additional interest from _____ _____, 19_____ to date of payment, otherwise we shall be constrained to refer the matter to our Legal Division for the proper court action.

Payment maybe effected in our Irrigation Office at the above address.

Very truly yours,

/rsm/1/29/73

Annex H

Monthly Summary of bills Rendered
Month of _____, 19__
Fund _____ Fund Code _____

BILL NO.	PROJECT NO.	TOTAL COST	AMORTIZATION INTEREST	SURCHARGES	TOTAL RECEIVABLE	DOWN PAYMENT	NET RECEIVABLE
		₱	₱	₱	₱	₱	₱
TOTAL		₱	₱	₱	₱	₱	₱

BREAKDOWN OF THE TOTAL COST AMOUNTING TO ₱ _____

Particular	- Fund (Source) -
1. Engine	- -
2. Pump	- -
3. Accessories	- -
4. Incidental Charges	- -
Total Cost of Pump Sets -------	₱

NOTE: The Total Cost indicated abo pertains to the total costs all the Pump Sets billed.

_____
Billing Clerk

_____
Regional Irrigation Engineer

NOTE: Total Cost shall include cost of engine, pump, accessories, and incidental charges. The fund pertaining to the engine only (mo should be indicated above if engine, pump, accessories, and incidental charges pertain to various funds.

Annex I

Republic of the Philippines
NATIONAL IRRIGATION ADMINISTRATION
REGION _____

QUARTERLY STATEMENT OF ACCOUNTS RECEIVABLE
For the Quarter Ending _____ 19___

Fund _____ Fund Code _____
Account Symbol _____

NAME OF DEBTOR/PUMP RECIPIENT (In Alphabetical Order)	PROJECT NUMBER	AMOUNT OF AMORTIZATION	PAYMENTS PRINCIPAL	PAYMENTS INTEREST	PAYMENTS TOTAL	As Of No. of Amortization	DUE DATE	OUTSTANDING BALANCE
TOTAL	₱	₱	₱	₱	₱ ₱			₱

VERIFIED AND FOUND CORRECT

_____
Auditor

PREPARED BY :

_____

CERTIFIED CORRECT :

_____
Regional Irrigation Engineer

Revised F
1-15-73

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
REGIONAL OFFICE NO. 1
Urdaneta, Pangasinan

Annex J

January 10, 1973
Date

MEMORANDUM to -
The Property Custodian
Regional Office No. 1
Urdaneta, Pangasinan

SUBJECT: Release of pump units and/or accessories to Project No. 1-1-4-65-SW

You are hereby requested to release the following pump units and/or accessories to Project No. 1-1-4-65-SW, located at SAN ROQUE, SAN JACINTO, PANGASINAN.

QUANTITY	UNIT	DISCRIPTION OF EQUIPMENT
One (1)	set	"EBARA" Centrifugal Pump Model 100SF, 300 GPM at 65' TDH, 1800 RPM, 4" x 4"Ø, V-belt driven by a YANMAR DIESEL ENGINE Model TS-105, 9 BHP at 2200 RPM, hand starting, complete with engine mounted fuel tank, fuel filter, drain, shut-off valve, lub-oil filter, speed regulating device, air cleaner, intake strainer and other standard parts.

For the Administrator:

JOSE ARCE
Regional Irrigation Engineer

SOURCE: GF-Part of 580 COST OF PUMP & ENGINE: ₱4,544.40 PUMP S.N.: 7-00779

OFFICIAL RECEIPT NO. 9618077 DATE: 1-10-73 ENGINE S.N.: N-00698

A C K N O W L E D G E M E N T

I hereby CERTIFY that I have ISSUED all the above items this 10th day of January, 1973.

I hereby CERTIFY that I have RECEIVED all the above items this 10th day of January, 1973.

Property Custodian

Applicant-Purchaser

IMPORTANT: Please SEE back of this Form.

MC #14, S. 73

Annex K

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
REGIONAL OFFICE NO. 1
Urdaneta, Pangasinan

January 10, 1973
(Date)

MEMORANDUM for
The Regional Irrigation Engineer
This Office

SUBJECT: Final Project Cost and Description of Pump Unit for Indication in the Pump Purchase Agreement.

Hereunder are the pertinent data of the pump unit for guidance in the preparation of the Pump Purchase Agreement.

I. 1. Applicant-Purchaser: Juan de la Cruz
Address: San Roque, San Jacinto, Pangasinan

2. Project No. & Location: 1-1-4-65-SW, San Roque, San Jacinto, Pangasinan

II. DESCRIPTION OF UNIT:

1. PUMP: "EBARA" Centrifugal Pump Model 100SE - 4"Ø
(Brand-Model)

300 GPM	65'	1800		V-Belt
(Rating)	(TDH)	(RPM)	(Serial No.)	(Drive)

2. ENGINE: YANMAR DIESEL ENGINE Model TS-105

9	2200		Water Cooled
(H. P.)	(RPM)	(Serial No.)	(Cooling System)

3. ADDITIONAL ACCESSORIES: none

III. SOURCE AND TOTAL COST OF UNIT:

PARTICULAR	FUND (Source)	COST
1. Pump	GF-Part of 580 Units	P 4,544.40
2. Engine		
3. Accessories		
4. Incidental Charges		
TOTAL		P 4,544.40

IV. 1. Downpayment: P 450.00 O.R.# 9618077 Date: 1-10-73
2. Repayment Period: 13 Years
3. Rate of Interest: 6%
4. Yearly Amortization: P 450.00

(Engineering Division)

NOTE: The data herein mentioned was taken from the APPLICATION and the ADVICE OF ALLOCATION.

Annex "B"

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)

Project No. _____

Location Baloc, Sto. Domingo, N.E.

Pump Recipient Juan dela Cruz

Cost of Pump Set _____ ₱ 4,100-

LESS: Downpayment:
OR # 1298825 Dated 5-13-71 - ₱ 410.-

B A L A N C E _____ ₱ 3,690.-

SCHEDULE OF AMORTIZATION

DUE DATE	AMOUNT	APPLIED TO INTEREST	APPLIED TO PRINCIPAL	PRINCIPAL BALANCE
5-20-72	₱ 640.74	₱ 369.-	₱ 271.74	₱ 3,418.26
5-20-73	640.74	341.83	298.91	3,119.35
5-20-74	640.74	311.94	328.80	2,790.55
5-20-75	640.74	279.06	361.68	2,428.87
5-20-76	640.74	242.89	397.85	2,031.02
5-20-77	640.74	203.10	437.64	1,593.38
5-20-78	640.74	159.34	481.40	1,111.98
5-20-79	640.74	111.20	529.54	582.44
5-20-80	640.74	58.30	582.44	-

NOTE:

[ ] 1) A penalty of _____% per annum will be charges on unpaid amortization due (Payment made after indicated due date).

[ ] 2) A penalty of _____% on outstanding balance for overdue account.

3) Please mention your Project No. _____ when transacting business

COPY FURNISHED:

1. Accounting Division - Duplicate
2. Bill Collector - Triplicate
3. Regional Office - Quadruplicate

PREPARED BY:

_____
Billing Clerk

35

ANNEX "D"

RECORD OF AMORTIZATION

ject No. _____
ation: Baloc, Sto. Domingo, N.E.
rial No./Owner: Juan dela Cruz
ress : Sto. Domingo, Nueva Ecija

FUND : _____

TERM : (1) Balance payable in 9 yearly equal amortization at 10% interest
(2) Additional 10% interest per annum plus a penalty of 1% per month is on the outstanding balance on delayed payments

Cost Of: Pumpset . . . . ₱ 4,100.00
Engine . . . . . _____
PUMP : . . . . . _____
Accessories : . . _____
TOTAL COST. . . . 4,100.00

EXAMPLE 2 (Sec. II, Chapter III)

AMORTIZATION SCHEDULE					PAYMENTS						SURCHARGES			PAYMENTS		
BILL NO.	DUE DATE	AMOUNT DUE	APPLIED TO INTEREST	APPLIED TO PRINCIPAL	DATE	TOTAL	APPLIED TO INTEREST	APPLIED TO PRINCIPAL	O. R. NO.	BALANCE	BILL NO.	PENALTY	DUE DATE	DATE	AMOUNT	O.R. NO.	TOTAL Payment
					5-13-71	₱410.00		₱ 410.00	1298825	₱3,630.00							
5-20-72		640.74	₱369.00	₱ 271.74	5-13-72	640.74	₱369.00	271.74	1299012	3,418.26							
5-20-73		640.74	341.83	298.91	5-13-73	640.74	341.83	298.91	1299721	3,119.35							
5-20-74		640.74	311.94	328.80													
5-20-75		640.74	279.06	361.68													
5-20-76		640.74	242.89	397.85													
5-20-77		640.74	203.10	437.64													
5-20-78		640.74	159.34	481.40													
5-20-79		640.74	111.20	529.54													
5-20-80		640.74	58.30	582.44													

ANNEX "D"

RECORD OF AMORTIZATION

oject No. _____
cation : Baloc, Sto. Domingo, N.E.
rrid No./Owner : Juan dela Cruz
idress : Sto. Domingo, Nueva Ecija

FUND : _____
TERM : (1) Balance payable in ___ yearly equal amortization at 6% interest
(2) Additional 5% interest per annum plus a penalty of 3% per month is charged on the amount due on delayed payments

COST OF : Pumpset . . . . _____
Engine . . . . . _____
PUMP . . . . . _____

TOTAL COST. . . ₱ _____

For explanation on Recording and payments made :

SAMPLE I (Sec. 111, Chapter III)

AMORTIZATION SCHEDULE						PAYMENT				SURCHARGES						PAYMENT		
BILL NO.	DUE DATE	AMOUNT DUE	APPLIED TO INTEREST	APPLIED TO PRINCIPAL	DATE	TOTAL ₱	APPLIED TO INTEREST	APPLIED TO PRINCIPAL	O. R. NO.	BALANCE	BILL NO.	PENALTY	DUE DATE	DATE	AMOUNT	O.R. NO.	TOTAL Payment ₱
																	₱
5-28-72		₱640.74	₱ 369.00	₱271.74	1-15-73	881.54	369.00	271.74	1298825	3,418.26	2	240.80	5-20-72	1-15-73	240.80	1298825	881.54